

COUNTY OF LOS ANGELES

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DEPARTMENT OF MENTAL HEALTH

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Reply To: (213) 738-4601
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February 10, 2011

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.
Director of Mental Health

SUBJECT: **NOTICE OF INTENT TO ISSUE WORK ORDER EXCEEDING \$300,000
UNDER THE MASTER AGREEMENT FOR AS-NEEDED STRATEGIC
PLANNING AND RELATED SERVICES**

This is to advise your Board of our intent to request the Chief Executive Office (CEO) to amend a Work Order under the Master Agreement for As-Needed Strategic Planning and Related Services (Master Agreement) with Beecher Jackson Management and Human Resources Consultants. The Amendment will increase the contract amount by \$100,000, for a total Agreement amount of \$600,000. The period of performance for the amended Work Order is for Fiscal Year 2011-12. In accordance with established Master Agreement guidelines, prior Board notice is required for projects that will exceed \$300,000.

SCOPE OF WORK

The Department of Mental Health (DMH) intends to extend the Agreement with Beecher Jackson Management and Human Resources (Contractor) from July 1, 2011 to June 30, 2012 to provide for DMH's internal planning process for 1115 Waiver/Health Care Reform.

The Contractor will perform the following four major tasks:

TASK 1:

Assist DMH in developing a systematic and organizational structure that supports and enhances an integrated health and mental health system in concert with requirements of the 1115 Waiver requirements and Health Care Reform.

DELIVERABLES:

Contractor will provide strategic planning services to DMH Management team to generate consensus on an integrated health and mental health system. This system will combine all Mental Health Services Act (MHSA) transforming services and existing mental health services to enable and support a fused and organic mental health system.

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This type of planning will require a series of strategic planning meetings and management workshops to create a vision for the system and action steps for integrating all services.

- A. Review and assess the existing DMH Network of Care, current MHSA services, requirements for 1115 Waiver services.
- B. Facilitate and support strategic planning meetings within the leadership of DMH and develop an overall vision for integration.
- C. Develop an initial plan and design for an approach to a fused mental health system:
 - steps to integration;
 - timeline for integration;
 - stakeholders who should be involved in planning and design; and
 - systems to be included in the plan.

TASK 2:

Assist DMH in identifying, defining, and assessing barriers to successful system integration and working with management and staffs to employ specific actions to overcome these barriers.

DELIVERABLES:

- A. Identify, plan, facilitate, and support meetings with each DMH sector including District Chiefs, Program Managers, Administrative Support, Fiscal and Budgetary Support.
- B. Assist each sector in identifying barriers to successful integration.
- C. Develop an action plan for each sector's integrated system.

TASK 3:

Provide consultation, coaching, training, and other support services to managers and staffs in designing and conducting necessary planning meetings within service planning areas and programs to fully implement the fused mental health system.

DELIVERABLES:

- A. Contractor will provide a design plan for conducting planning meetings in the 8 Service Areas and Countywide programs.

- B. Contractor will assist managers and executive staff in implementing planning meetings in the Service Areas and with Countywide groups.
- C. Contractor will utilize and assimilate information gathered while assessing barriers to successful system integration to accomplish this request.

TASK 4:

Provide consultation, coaching, training and support to managers in implementing change within the fused and integrated mental health system.

DELIVERABLES:

- A. Contractor will create a management development program that supports managers in gaining the necessary skills and knowledge to make system changes and support staffs through this change. This management development program shall include topics such as:
 - Leadership skills in a time of change
 - Building teams to manage change with you
 - Managing others in an effective way
 - Developing effective programs and staff to meet challenges
 - Effectiveness in staff development in changing operations
 - Building successful and sustaining programs
- B. Contractor will create a roll out plan and train managers in the management development program.
- C. Contractor will provide on-going consultation, and coaching to support managers through this process and create an infrastructure for continuous support.

FISCAL IMPACT

There is no net County cost.

The amended amount of the Work Order will increase by \$100,000, for a total Agreement amount of \$600,000, which will be funded through the MHSA.

NOTIFICATION TIMELINE

Consistent with the policy and procedures for the Master Agreement for As-Needed Strategic Planning and Related Services, we are informing your Board of our intention to amend the above mentioned Work Order. If no objection is received from your Board

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within one (1) week of this filing, we will submit the amended Work Order request to the CEO for review and approval.

If you have any questions or need additional information, please call me at (213) 748-4601, or your staff may contact Angel Baker, (213) 738-4105 or abaker@dmh.lacounty.gov.

MJS:DM:AB:LM

c: Health Deputies
 Chief Executive Officer
 Executive Officer, Board of Supervisors
 County Counsel
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 Dennis Murata, M.S.W.
 Contracts Development and Administration